

A pre-proposal conference was held on August 21, 2013 at 11:00 a.m. to answer questions concerning the Request for Proposal. Below is a list of the questions posed during the conference followed by answers provided by the City of Fairfax.

- 1) Is there a deadline for submitting questions on the Request for Proposal and how should those questions be submitted?**

*Questions should be submitted in writing via e-mail to both Katrina Cypress ([katrina.cypress@fairfaxva.gov](mailto:katrina.cypress@fairfaxva.gov)) and Brooke Hardin ([brooke.hardin@fairfaxva.gov](mailto:brooke.hardin@fairfaxva.gov)). Questions must be submitted no later than 5 days prior to the proposal due date.*

- 2) Does the scope of work include design guidelines or other materials for City staff to implement the ordinance?**

*Design guidelines are not included within the scope of work. Technical assistance in the form of training for staff, the development community, and the public through handouts and presentations is included within the scope of work (as described in Section 2.19 of the RFP).*

- 3) Will the critical summary and background information listed in Section 2.4 include a list of Zoning Administrator interpretations?**

*Yes.*

- 4) Does the background information constitute a “full diagnostic” of the zoning ordinance?**

*No. The background information will include items such as a list of issues/inconsistencies in the ordinance and documentation of the amendments to the ordinance since the last significant update in 1986. The Issue Identification and Zoning Ordinance and Map Analysis included within the requested scope of work are intended to provide an in-depth examination of the zoning ordinance.*

- 5) Does the 18-month timeline for the project include advertising of the proposed ordinance and adoption of the new zoning ordinance by City Council?**

*Within 18 months, it is expected that a complete ordinance will be presented for consideration by the Planning Commission and City Council. This would include all necessary advertising time periods for the required public hearings. The City Council may or may not act upon the complete ordinance within that 18-month time period.*

- 6) The RFP mentions incorporating hybrid or composite zoning provisions. Would the City of Fairfax consider a form based code?**

*The City has no set expectation for the type of code that is developed, but it would have to be clearly demonstrated that a form based code is applicable in the physical environment that exists in the city.*

- 7) Is it acceptable for a consultant participate as a prime or subcontractor on proposals from different respondents as long as it is clear that it is the same firm participating on the various teams?**

*Yes. All firms participating as part of a team proposal should submit documentation in accordance with the Submittal Requirements (as described in Section 4.0 of the RFP).*

- 8) Has a set fee been established for this project?**

*No. The proposed fees should be consistent with the services provided by the consultant. Respondents should complete the pricing form as described in the RFP. The price of services will be considered in the selection and negotiation process.*

- 9) Should five copies of the Pricing Form be submitted since five copies of the Statement of Qualifications are requested?**

*The RFP specifies that only one copy of the Pricing Form is necessary, but a respondent may submit five copies at its discretion.*

- 10) Is there any limit on the number of pages in the proposal?**

*No.*

- 11) Can hourly fees be included in proposal, in case incidental expenses arise during the course of the project?**

*Providing hourly rates for each individual member of the team is specified in the Submittal Requirements. It is anticipated that these rates would apply to the tasks as outlined in the scope of work as well as any additional tasks not expressly identified in the scope of work (such as additional tasks proposed by the consultant and accepted by the City).*